

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DIRECTOR OF STRATEGIC IMPROVEMENT AND MULTILINGUAL LEARNING

SALARY SCHEDULE: ADMINISTRATIVE – G

COST CENTER: ACADEMIC SERVICES 9049

QUALIFICATIONS:

- Master's Degree from an accredited education institution required
- Eligible for certification in an education field
- Five years of school or district level leadership experience
- Experience working with diverse/low SES populations

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of laws and regulations governing the design, execution, and evaluation of federal programs under purview
- Extensive experience in the planning, development, and administration of federal entitlement and/or competitive grant programs
- Strong project management skills with the ability to multitask as well as be strategic, creative, and innovative in a dynamic, fast paced environment
- Ability to lead improvement efforts toward identified targets by facilitating systemic change strategies, with an emphasis on successful educational practices for diverse student populations
- Knowledge of research/evidence-based best practices for improving student performance
- Ability to think strategically and develop both short and long-term plans to attain key metrics
- Ability to complete goals/projects on time, delivering high quality results
- Ability to analyze qualitative and quantitative data to gauge progress towards goals
- Possess positive interpersonal relationship skills and strong team leadership skills
- Bilingual/fluency in Spanish, preferred

REPORTS TO:

Assistant Superintendent/Chief Academic Officer, Academic Services Department

JOB OBJECTIVE:

The Director of Strategic Improvement and Multilingual Learning is responsible for administering a continuous system of improvement in the planning, monitoring and evaluation of federal entitlement grants, competitive grant projects and ESOL programs in schools. The Director ensures assigned programs are in compliance with local, state and federal laws and that the intent and purpose(s) of each federal program is integrated into the district's academic achievement targets and efforts towards continuous improvement.

SUPERVISES:

ESOL Supervisor, Federal Programs Coordinator, Federal Programs Budget Specialist, Private Schools Compliance Specialist, Grants Specialist, Bookkeeper/Administrative Assistant

- **PERFORMANCE RESPONSIBILITIES:**
- Lead, direct, administer, and coordinate the daily operations and activities of the department in support of District policies, goals, and objectives

DIRECTOR OF STRATEGIC IMPROVEMENT & MULTILINGUAL LEARNING (Continued)

- Organize, coordinate, and monitor efforts for compliance in the following programs: Title I -Academic Achievement of Disadvantaged Students; Title II – Professional Learning, Educator Quality, Recruitment and Retention; Title III – English Language Acquisition; Title IV – Safe and Healthy Students; Title IX Homeless Education programs; and other targeted federal funding streams, e.g., School improvement funds for Comprehensive and Targeted support, migrant, and rural education programs
- Identify the methods through which the intent and purpose(s) of each Federal program will be integrated into the district's existing academic achievement targets and efforts towards continuous improvement
- Prepare and update the Florida Consolidated Application, including planning, budget and audit requirements related, but not limited to, comparability reports, and Title I School Improvement Plans
- Collaborate with other district staff/departments to identify and align appropriate resources that address the needs of schools
- Evaluate progress of school programs and initiatives and help adjust strategy and approach to achieve goals laid out in school improvement plans
- Coordinate school improvement process in Title I schools
- Oversee the development of strategies to address the instructional needs of English learners and monitor structures for effective ESOL programming in District schools K-12
- Monitor the effective implementation of English learner/multilingual program procedures and recommend goals, policies and programmatic changes as necessary.
- Collect and interpret complex information to analyze a problem, identify alternative solutions, project consequences of proposed actions, implement recommendations, and maximize federal funding in support of District goals
- Develop, implement, and evaluate professional development opportunities that supplement District initiatives to close achievement gaps
- Prepare, submit, and disseminate reports required by the federal and state DOE to meet program evaluation and program improvement requirements
- Exercise proactive leadership in promoting the vision and mission of the District; assist in implementing the District's goals and strategic commitments
- Provide support and leadership development for assigned personnel, conduct annual performance appraisals, and makes recommendations for appropriate employment action
- Perform other incidental tasks consistent with the goals and objectives of this position
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11